

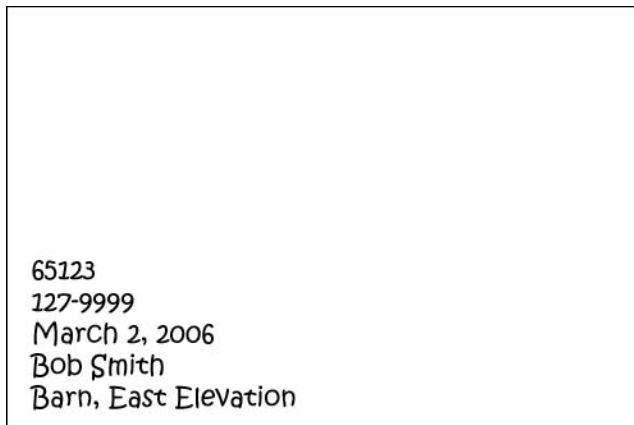
DHR Survey Manual Photography Guidelines

There are two options for submitting photographs for DHR architectural surveys: traditional 35mm black-and-white or digital images. The following are requirements of all photographs submitted to DHR. Below these general guidelines are the technical requirements for each type of image.

Photographs must be either 3 ½ x 5 or 4 x 6 inches, unmounted, and printed in black and white on archival-quality photo paper. Photographs should be labeled on the reverse side, using a soft-lead pencil or china marker. Pens, felt-tip markers, and adhesive labels are not accepted. In the lower left corner on the back of each photograph, provide the following information:

- Negative number (for 35mm photographs only, see below)
- DHR identification number for the property
- Date of photograph
- Name of photographer (optional)
- A brief description (e.g. "Main House, south elevation" or "Main House, second-floor, southeast bedroom")

Example of accurately labeled photograph (reverse side):



Photographs must be submitted in transparent, *Print File* brand photo sheets (style 35-10P or 46-6P). Each photo sheet holds up to ten 3 ½ x 5-inch photos or six 4 x 6-inch photos, arranged back-to-back.

Black-and-White (35mm) Film

Each roll of 35mm film receives a unique 5-digit negative number that is assigned by the DHR Archivist in Richmond at (804) 367-2323. Negatives are submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the five-digit DHR negative number written between sprocket holes at the top right corner. Label the top of each negative sheet with the negative number, date, and the subject's name and file number.

A photo log for each set of negatives must be provided. The photo log should include a detailed list of the resources with their names, DHR identification numbers, frame

numbers, city or county, date of photograph, name of photographer, and brief descriptions of the images.

For historic district surveys, the name of the historic district and the historic district's DHR file number must be included on the negative sleeve. The photo log for a historic district must include the address and name (if one exists) of the photographed resources (by frame) and the three-part DHR identification number.

Digital Images

Electronic image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media. The size of each image must be 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. Digital images should be printed according to the general photography guidelines above. DHR has adopted the National Register of Historic Places and National Historic Landmarks Survey photo policy with regard to [acceptable ink and paper combinations](#) for digital images.

Digital images should be named using the following convention: DHR File Number, resource name, year, and view. There should be no spaces in the file name.

For example: 134-0011_FerryFarmPlantation_2005_east_elevation
002-0130_Pantops_1972__rear_elevation.

CD-Rs should be labeled with a project name, agency/company, month/year of photographs, project/contract # (if applicable), and the range of DHR resource numbers saved on the CD-R.

Slides

A survey project may require color slides for intensive-level surveyed properties, public slide presentations, or to accompany Preliminary Information Forms. Slides are labeled with the property name, DHR identification number, location (county, independent city, or county-town), and date (if it does not appear on the matte).